

**CITY OF NASHUA
BOARD OF FIRE COMMISSION
AGENDA**

**Wednesday, January 4, 2023
177 Lake Street, Nashua, NH**

**Training Library
Fire Alarm Superintendent and
Assistant Superintendent Promotional Interviews
4:00 PM**

**Training Classroom
Commission Meeting
5:30 PM**

Roll Call

Pledge of Allegiance

Moment of Silence

Organizational Meeting:

**23 01 Elections
23 02 Mission Statement**

**23 03 Request "Out of Order" into Non-Public for the following:
Discussion of the interviews held for Superintendent of Fire Alarm
candidate David Robert and Assistant Superintendent of Fire Alarm
candidate Kyle Ball.**

Period for Public Comment (RE: Agenda Items)

CONSENT AGENDA:

Minutes:

23 04 December 7, 2022 Regular Meeting Minutes

Communications:

**23 05 From: New Searles Elementary
Re: Thank You for food basket donations**

Reports:

- 23 06 Departmental Detail Expenditures Report
- 23 07 Accidents (1)

REGULAR AGENDA:

Staff Reports:

- 23 08 A. Chief Buxton
- 23 08 B. Assistant Chief Atkinson

Discussion:

- 23 09 Local 789

Old Business:

- 22 141 Promotional Criteria Review Committee Discussion

New Business:

- 23 10 Memorandum of Agreement between BoFC and Union Local 789
Fire Inspector/Investigator Exam
- 23 11 Tuition Reimbursement Form, signature requirement change
- 23 12 Authorization for action: Personnel
Approval of Promotion for Superintendent of Fire Alarm
David Robert, effective date To Be Determined
- 23 13 Authorization for action: Personnel
Approval of Promotion for Assistant Superintendent of Fire Alarm –
Kyle Ball effective date To Be Determined
- 23 14 Authorization for action: Personnel
Approval of New Probationary Firefighter Hire list, date To Be
Determined

Remarks

Remarks by Fire Commission

Period for Public Comment (RE: Non-Agenda Items)

Personnel:

23 15 A Personnel Item A ~ Retirement Notification

23 15 B Personnel Item B ~ Promotional Interviews notification from Human Resources

Non-Public Session if required

Date and Location of Next BFC Meeting:

Wednesday, February 1, 2023, 5:30 PM at 177 Lake St Training Classroom

Date and Location of other Events

None

Adjourn

NASHUA FIRE RESCUE 2023

MISSION:

To provide fire suppression, emergency medical care and education to save lives and protect property.

VISION:

To be the premier emergency services provider in our region that is constantly striving for excellence in service delivery through education, innovation, teamwork and collaboration.

We place extreme value on continually evaluating NFR's policies, procedures and training guidelines in order to provide our customers and personnel with the safest environment possible.

VALUES:

- | | |
|-----------------|--|
| Integrity | Sound moral principles |
| Professionalism | Proficiency, Knowledge and Courteous |
| Dedication | Loyalty to the community and to each other |
| Compassion | Care about those we serve. |

Approved (01/04/2023): City of Nashua, Board of Fire Commissioners

Kevin Burgess

Paul Garant

Mary Ann Melizzi-Golja

Gary Lambert

John Steere

**CITY OF NASHUA
BOARD OF FIRE COMMISSIONERS
MEETING MINUTES
WEDNESDAY, DECEMBER 7, 2022**

THE MEETING CAME TO ORDER AT 5:30 PM

MEMBERS PRESENT:

Kevin Burgess
Paul Garant
Gary Lambert
Mary Ann Melizzi-Golja

MEMBERS NOT PRESENT:

John Steere

STAFF PRESENT:

Chief Steve M. Buxton
Assistant Chief William B. Atkinson

STAFF NOT PRESENT:

OTHERS PRESENT:

Deputy Fire Chief James Kirk
Deputy Fire Chief Mark Wholey
Lt. Nate Armstrong
Pvt. Cyrus Hebert

All stood as Commissioner Lambert lead The Pledge of Allegiance.

A Moment of Silence was held for all those lost in the fire service.

PUBLIC COMMENT (RE: NFR AGENDA ITEMS)

N/A

CONSENT AGENDA

Minutes:

22 139 Wednesday, November 2, 2022 Regular Meeting Minutes

Communication(s):

**22 140 From: Pepperell Fire Department
Re: Thank You – Mutual Aid**

22 141 Promotional Criteria Review Committee Informational Packet

Report(s):

22 142 Departmental Detail Expenditures Report

22 139 – 22 142 Approval of Consent Agenda Items

Motion by Commissioner Garant to accept and place on file, as presented, the Consent Agenda items as follows: 1.) The previous meeting minutes, 2.) The Communication(s) and 3.) The Departmental Detail Expenditures Report

Seconded by Commissioner Melizzi-Golja

Vote: passed 4-yes

REGULAR AGENDA

Staff Reports

22 143 A Chief Buxton

Chief Buxton discussed the following:

- **Operating Budget tracking appropriately**
 - **Mission Critical Spending Status**
 - **Need to find about 70K in the budget for New Hires/Recruit School**
 - **Adjustment we will make in the budget for next year.**
- **CERF Schedule is on track**
 - **Five or six items on the schedule with Finance Committee after the BOFC meeting**
 - **In discussions with the Mayor and CFO about moving a bond forward in next year's budget to get the order placed for Engine 1/Ladder 1's replacements because build times are so substantial**
- **Action Items**
 - **2023 Meeting Dates**
 - **Class A Specification Adjustment**
 - **Resignation**
 - **Promotional Review Packet – Informational Only**

Motion by Commissioner Lambert to accept Chief Buxton's November report, as presented, and place on file

Seconded by Commissioner Garant

Vote: passed 4-yes

22 143 B Assistant Chief Atkinson

Assistant Chief Atkinson discussed the following:

- Working towards getting requests out for proposals for Property Condition Assessments of the facilities
 - This will give insight into useful life

Commissioner Melizzi-Golja commented that she was happy to see that the crack was not of major concern.

Commissioner Garant asked about Ladder 2. Chief Buxton expressed that things are going well.

Motion by Commissioner Garant to accept Assistant Chief Atkinson's November report, as presented, and place on file

Seconded by Commissioner Lambert

Vote: passed 4-yes

Discussions

22 144 Local 789

- No representatives to speak on behalf of Local 789 were present.

OLD BUSINESS

N/A

NEW BUSINESS

22 145 Authorization for action:

2023 Board of Fire Commission Meeting Dates for Review and Approval

Commissioner Garant just wanted to be certain that having meetings on the first of the month would not pose a problem with BOFC Package preparation. Chief Buxton expressed that it wouldn't be a problem.

Motion by Commissioner Garant to accept and place on file the 2023 BOFC Meeting Dates

Seconded by Commissioner Lambert

Vote: passed 4-yes

22 146 Rules/Regulations Update Class A Specification

Motion by Commissioner Garant to approve the Rules & Regulations relative to Class A Specification

Seconded by Commissioner Lambert

Vote: passed 4-yes

REMARKS

Commissioner Burgess discussed the following:

- Informational Packet regarding the Promotional Criteria Review Committee
 - Lt. Nate Armstrong and Pvt. Cyrus Hebert are part of the committee
 - Will most likely move on this in January

Commissioner Garant appreciates the work to deliver a very objective, much less subjective, system than have had over the years. The objective system is what is needed.

Chief Buxton thanked those members involved on the committee, Deputy Kirk, Cy Hebert, Lt. Armstrong, Dave Buckley, Chris Jenkins, Retired Chief Rhodes. A lot of work went in to this. It was something that was put in to the Collective Bargaining Agreement with a timeline of when it would kick off and when something needed to get to the membership. Everyone worked very hard. A lot of touch conversations took place, but had an overall goal of improving the system and making it so people can move forward in the organization. Chief Buxton also thanked the membership and Local 789 for their collaboration and their efforts.

REMARKS BY FIRE COMMISSION

N/A

PUBLIC COMMENT (RE: NFR NON-AGENDA ITEMS)

N/A

PERSONNEL ITEMS

22 147 A Personnel Item A ~ Resignation Notification

Motion by Commissioner Garant to accept and place on file the letter of resignation received from Nicholas Fairbanks
Seconded by Commissioner Lambert
Vote: passed 4-yes

NON-PUBLIC SESSION

N/A

MOTION TO ADJOURN

Adjourn Meeting

Motion by Commissioner Garant to adjourn the meeting at 5:48 PM
Seconded by Commissioner Lambert
Vote: passed 4-yes

TIME AND LOCATION OF NEXT MEETING:

Regular Scheduled Board of Fire Commission Meeting
Wednesday, January 4, 2023, 5:30 pm
at 177 Lake Street, Classroom

Date and Location of other Events

Holiday Open House, 10:00am-1:00pm
Friday, December 23, 2022
at 70 East Hollis Street

Christmas Food Baskets distribution for elementary schools
Thursday, December 22, 2022
Begin at 177 Lake Street

W1/W2 Promotional Interviews
Wednesday, January 4, 2023
Prior to the Regular Board of Fire Commission Meeting
at 177 Lake Street

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Designed Artfully. Made Thoughtfully.



Dear Karen & Nathua Fire Rescue -

Thank you so much for your
4 generous baskets of food which
went to our families in need.

I am wishing you all a
very Merry Christmas and
blessed New Year!

Deb Richardson, RN
New Seates Elementary

CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2023
THROUGH DECEMBER 31, 2022



1000 GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152 FIRE							
51 SALARIES & WAGES							
51100 WAGES FULL TIME	14,143,490.00	14,143,490.00	-	1,263,735.29	6,673,270.91	7,470,219.09	
51300 OVERTIME	138,850.00	138,850.00	-	16,362.98	55,843.49	83,006.51	
51330 OVERTIME-SHIFT COVERAGE	2,815,150.00	2,815,150.00	-	323,198.55	1,888,545.76	926,604.24	
51500 WAGES ELECTED OFFICIALS	7,500.00	7,500.00	-	1,875.00	3,750.00	3,750.00	
51600 LONGEVITY	131,250.00	131,250.00	-	-	115,354.93	15,895.07	
51614 SICK INCENTIVE	40,000.00	40,000.00	-	-	-	40,000.00	
51628 EXTRA HOLIDAY	758,700.00	758,700.00	-	58,806.93	299,359.29	459,340.71	
51700 STIPENDS	317,550.00	317,550.00	-	23,013.89	120,619.13	196,930.87	
51712 SPECIAL DETAIL-PENSIONABLE	2,300.00	2,300.00	-	-	-	2,300.00	
51750 RETIREMENT & SEPARATION PAY	-	267,290.27	-	393.96	273,623.10	(6,332.83)	
51900 SALARY ADJUSTMENTS	88,950.00	88,950.00	-	-	-	88,950.00	
51990 YEAR END PAYROLL PARTIAL WEEK CHARGEBAC	10,000.00	10,000.00	-	-	-	10,000.00	
	\$ 18,453,740.00	\$ 18,721,030.27	\$ -	\$ 1,687,366.60	\$ 9,430,366.61	\$ 9,290,663.66	50.37 %
52 FRINGE BENEFITS							
52100 FICA/MEDICARE	367,189.00	367,189.00	-	31,442.27	173,989.81	193,199.19	
52150 PENSION EXPENSE	5,818,675.00	5,818,675.00	-	529,938.22	2,954,910.92	2,863,764.08	
52300 BENEFITS	3,521,402.00	3,521,402.00	-	316,701.28	1,666,669.92	1,854,732.08	
52800 EDUCATIONAL ASSISTANCE	26,000.00	26,000.00	-	1,410.00	5,166.98	20,833.02	
	\$ 9,733,266.00	\$ 9,733,266.00	\$ -	\$ 879,491.77	\$ 4,800,737.63	\$ 4,932,528.37	49.32 %
53 PROFESSIONAL & TECHNICAL SERVICES							
53135 MEDICAL SERVICES	24,000.00	24,000.00	5,217.30	545.35	9,782.70	9,000.00	
53142 CONSULTING SERVICES	4,000.00	8,000.00	3,000.00	2,000.00	5,000.00	-	
53452 STAFFING SERVICES	-	4,000.00	-	374.56	3,979.70	20.30	
53455 TESTING SERVICES	4,500.00	9,500.00	255.00	1,645.00	3,745.00	5,500.00	
	\$ 32,500.00	\$ 45,500.00	\$ 8,472.30	\$ 4,564.91	\$ 22,507.40	\$ 14,520.30	68.09 %
54 PROPERTY SERVICES							
54100 ELECTRICITY	116,000.00	116,000.00	-	9,242.05	66,463.78	49,536.22	
54107 HEATING OIL	2,100.00	2,100.00	-	-	-	2,100.00	
54114 HEATING GAS	71,000.00	71,000.00	-	5,497.36	15,145.08	55,854.92	
54141 WATER	40,000.00	40,000.00	907.00	1,263.29	17,869.89	21,223.11	
54228 PEST CONTROL SERVICES	3,000.00	3,000.00	1,384.00	336.00	2,584.00	(968.00)	
54243 HVAC MAINTENANCE	55,000.00	45,000.00	26,190.29	-	16,569.71	2,240.00	



**CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2023
THROUGH DECEMBER 31, 2022**

1000 GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152 FIRE							
54 PROPERTY SERVICES							
54280 BUILDING/GROUNDS MAINTENANCE	60,000.00	60,000.00	23,764.49	5,131.54	48,786.84	(12,551.13)	
54414 HARDWARE MAINTENANCE	12,000.00	9,500.00	200.00	-	358.96	8,941.04	
54428 TECHNOLOGY OPERATIONS	20,000.00	17,500.00	204.40	-	16,895.60	400.00	
54487 EQUIPMENT REPAIRS & MAINTENANCE	19,500.00	19,500.00	8,557.56	178.34	8,929.70	2,012.74	
54600 VEHICLE REPAIRS & MAINTENANCE	30,000.00	30,000.00	20,292.31	1,349.97	13,694.21	(3,986.52)	
	\$ 428,600.00	\$ 413,600.00	\$ 81,500.05	\$ 22,998.55	\$ 207,297.57	\$ 124,802.38	69.83 %
55 OTHER SERVICES							
55118 TELEPHONE-CELLULAR	9,100.00	9,100.00	-	896.74	5,104.96	3,995.04	
55200 DUES AND MEMBERSHIPS	1,500.00	1,500.00	1,025.00	-	1,310.00	(835.00)	
55307 MILEAGE REIMBURSEMENTS	300.00	300.00	-	-	-	300.00	
55400 CONFERENCES AND SEMINARS	8,000.00	3,000.00	-	30.00	918.53	2,081.47	
55421 EMPLOYEE TRAINING & CERTIFICATIONS	7,000.00	6,000.00	1,000.00	-	3,921.00	1,079.00	
55600 PRINTING SERVICES	450.00	450.00	619.88	-	45.00	(214.88)	
55807 POSTAGE & DELIVERY	1,750.00	750.00	-	-	458.26	291.74	
55899 OTHER CONTRACTED SERVICES	12,500.00	12,500.00	2,029.03	-	8,541.15	1,929.82	
	\$ 40,600.00	\$ 33,600.00	\$ 4,673.91	\$ 926.74	\$ 20,298.90	\$ 8,627.19	74.32 %
61 SUPPLIES & MATERIALS							
61100 OFFICE SUPPLIES	8,000.00	8,000.00	83.88	419.28	4,102.92	3,813.20	
61107 CLOTHING & UNIFORMS	130,000.00	133,000.00	12,054.89	1,472.14	118,985.31	1,959.80	
61110 PROTECTIVE CLOTHING	92,000.00	92,000.00	15,191.54	778.62	10,740.06	66,068.40	
61135 EDUCATIONAL SUPPLIES	4,000.00	3,500.00	-	-	3,450.00	50.00	
61142 MEDICAL SUPPLIES	8,000.00	8,000.00	2,251.79	5,725.32	8,511.34	(2,763.13)	
61156 CHEMICALS	1,000.00	1,000.00	144.00	-	156.00	700.00	
61166 GASES	1,000.00	1,000.00	186.75	-	213.25	600.00	
61245 TRAINING MATERIALS	2,000.00	2,000.00	-	-	3,322.36	(1,322.36)	
61299 MISCELLANEOUS SUPPLIES	3,300.00	3,300.00	1,071.70	170.04	1,904.43	323.87	
61300 FUEL, UNLEADED	20,000.00	20,000.00	135.35	-	7,625.15	12,239.50	
61307 FUEL, DIESEL	55,000.00	55,000.00	368.88	259.04	23,304.33	31,326.79	
61428 CLEANING & JANITORIAL SUPPLIES	21,000.00	21,000.00	900.81	3,044.75	10,791.95	9,307.24	
61435 FIRE EXTINGUISHERS	1,600.00	1,600.00	637.28	-	2,362.72	(1,400.00)	
61499 BUILDING SUPPLIES	4,000.00	0.00	-	-	-	-	
61538 LIME AND FERTILIZER	2,500.00	2,000.00	962.00	-	948.00	90.00	
61650 COPIER SUPPLIES	1,000.00	1,000.00	-	269.94	833.82	166.18	



CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2023
THROUGH DECEMBER 31, 2022

1000 GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152 FIRE							
61 SUPPLIES & MATERIALS							
61699 EQUIPMENT MAINT SUPPLIES	28,000.00	23,000.00	11,658.97	-	9,391.03	1,950.00	
61705 TIRES	33,000.00	18,000.00	5,065.09	1,209.41	5,128.81	7,806.10	
61709 LUBRICANTS	6,500.00	6,500.00	1,862.91	2,759.25	4,737.09	(100.00)	
61799 VEHICLE PARTS & SUPPLIES	55,000.00	55,000.00	27,365.66	2,677.82	34,174.29	(6,539.95)	
61807 PUBLICATIONS	4,000.00	0.00	-	-	-	-	
61830 SUBSCRIPTIONS	1,000.00	1,000.00	-	-	-	1,000.00	
61900 MEALS	400.00	400.00	-	-	221.00	179.00	
61910 MEALS - FUNCTIONS	400.00	400.00	-	-	173.50	226.50	
	\$ 482,700.00	\$456,700.00	\$ 79,941.50	\$ 18,785.61	\$ 251,077.36	\$ 125,681.14	72.48 %
68 OTHER EXPENSES							
68335 ARSON INVESTIGATION EXPENSES	4,000.00	4,000.00	154.50	-	1,345.50	2,500.00	
68337 NEW HIRE APPLICATION EXPENSES	1,000.00	79,000.00	867.00	66.50	923.00	77,210.00	
68355 SPECIAL AWARDS	2,000.00	0.00	-	-	-	-	
	\$ 7,000.00	\$83,000.00	\$ 1,021.50	\$ 66.50	\$ 2,268.50	\$ 79,710.00	3.96 %
71 EQUIPMENT							
71000 EQUIPMENT	1,000.00	1,000.00	-	-	-	1,000.00	
71025 SMALL TOOLS	4,000.00	4,000.00	67.69	-	1,382.11	2,550.20	
71400 EMERGENCY RESCUE EQUIPMENT	25,000.00	25,000.00	6,470.35	2,140.40	19,911.66	(1,382.01)	
71414 PHOTOGRAPHIC EQUIPMENT	400.00	400.00	-	-	-	400.00	
71432 FIRE APPARATUS EQUIPMENT	66,000.00	35,000.00	10,370.88	-	19,280.46	5,348.66	
71450 AUDIO VISUAL EQUIPMENT	1,300.00	1,300.00	-	-	-	1,300.00	
71800 FURNITURE & FIXTURES	12,000.00	12,000.00	1,734.92	2,407.83	3,424.17	6,840.91	
71999 MISCELLANEOUS EQUIPMENT	25,000.00	15,000.00	1,664.10	1,435.90	2,669.90	10,666.00	
	\$ 134,700.00	\$93,700.00	\$ 20,307.94	\$ 5,984.13	\$ 46,668.30	\$ 26,723.76	71.48 %
90 BUDGET ADJUSTMENTS							
90120 MAYORAL BUDGET ADJUSTMENTS	(100,000.00)	(100,000.00)	-	-	-	(100,000.00)	
	\$(100,000.00)	\$(100,000.00)	\$ -	\$ -	\$ -	\$(100,000.00)	-
TOTAL - FIRE	\$ 29,213,106.00	\$29,480,396.27	\$ 195,917.20	\$ 2,620,204.81	\$ 14,781,222.27	\$ 14,503,256.80	50.80 %



CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2023
THROUGH DECEMBER 31, 2022

1000	GENERAL FUND	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
	TOTAL - GENERAL FUND	\$ 29,213,106.00	\$29,480,396.27	\$ 195,917.20	\$ 2,620,204.81	\$ 14,781,222.27	\$ 14,503,256.80	50.80 %



CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2023
THROUGH DECEMBER 31, 2022

1001	GENERAL FUND -CAP IMPROVEMENTS	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152	FIRE							
81	CAPITAL OUTLAY/IMPROVEMENTS							
81100	CAPITAL IMPROVEMENTS	50,000.00	68,340.39	3,800.00	2,273.78	2,273.78	62,266.61	
81300	MACHINERY AND EQUIPMENT	-	1,450,000.00	779,989.32	4,000.00	4,000.00	666,010.68	
		\$ 50,000.00	\$1,518,340.39	\$ 783,789.32	\$ 6,273.78	\$ 6,273.78	\$ 728,277.29	52.03 %
	TOTAL - FIRE	\$ 50,000.00	\$1,518,340.39	\$ 783,789.32	\$ 6,273.78	\$ 6,273.78	\$ 728,277.29	52.03 %
	TOTAL - GENERAL FUND -CAP IMPROVEMENTS	\$ 50,000.00	\$1,518,340.39	\$ 783,789.32	\$ 6,273.78	\$ 6,273.78	\$ 728,277.29	52.03 %



CITY OF NASHUA, NEW HAMPSHIRE
GENERAL FUND - DEPARTMENTAL DETAIL EXPENDITURES REPORT
FISCAL YEAR 2023
THROUGH DECEMBER 31, 2022

1010	GENERAL FUND PY ESCROWS	ORIGINAL BUDGET	AVAILABLE BUDGET	ENC/COMMIT	MTD EXPENDED	YTD EXPENDED	AMOUNT REMAINING	% USED
152	FIRE							
54	PROPERTY SERVICES							
54280	BUILDING/GROUNDS MAINTENANCE	-	4,532.00	-	-	4,532.00	-	-
61	SUPPLIES & MATERIALS							
61428	CLEANING & JANITORIAL SUPPLIES	-	\$4,532.00	\$-	\$-	\$4,532.00	\$-	100.00 %
61705	TIRES	-	2,204.00	-	-	2,204.00	-	-
		-	15,652.00	-	-	15,444.50	207.50	-
71	EQUIPMENT							
71432	FIRE APPARATUS EQUIPMENT	-	\$17,856.00	\$-	\$-	\$17,648.50	\$207.50	98.84 %
		-	3,970.00	-	-	3,863.30	106.70	-
		-	\$3,970.00	\$-	\$-	\$3,863.30	\$106.70	97.31 %
	TOTAL - FIRE	\$-	\$26,358.00	\$-	\$-	\$26,043.80	\$314.20	98.81 %
	TOTAL - GENERAL FUND PY ESCROWS	\$-	\$26,358.00	\$-	\$-	\$26,043.80	\$314.20	98.81 %
	GRAND TOTAL:	\$29,263,106.00	\$31,025,094.66	\$979,706.52	\$2,626,478.59	\$14,813,539.85	\$15,231,848.29	



Nashua Fire Rescue
Administrative Office
70 East Hollis Street, Nashua, NH 03060
www.nashuafire.com

Steve M. Buxton
Chief of Department
(603) 594-3651
FAX (603)594-3654
BuxtonS@NashuaNH.gov

To: Chairman Kevin Burgess
From: Chief Steve M. Buxton
Date: December 28, 2022
Re: December Commission Report

FY23 Update

- Twenty six weeks of FY23 have been completed and attached are details
- Operating budget is tracking normally.

Current Projects

- The following items were passed by the Finance Committee and are in the process:
 - CERF schedule items:
 - Training Safety Pick up replacement not to exceed \$73,300
 - Fire Alarm Pick up replacement not to exceed \$53,000
 - SCBA Compressor replacement not to exceed \$93,700
 - ARPA funded projects:
 - FSAS not to exceed \$700,000
 - Municipal Fire Alarm Infrastructure not to exceed \$150,000
- Master Plan tracking
- Training Classroom AV Project
- Public Safety Portable Radio Replacement delayed (summer 2023)

Grievances

- Workers Comp Grievance Arbitration postponed

Action Items

- Retirement of Inspector / Investigator Rapaglia
- MOA for Promotional Testing (Inspector / Investigator)
- Promotional Interviews
 - W-1
 - W-2
- Tuition Reimbursement Communication

Meetings / Notable Events

- Multiple WF and Mutual aid incidents
- Staff Meeting
- City Hall meetings (Mayor, BOA, Administrative Services, CFO, Risk)
- NHAFC
- Multiple Meetings with IAFF Local 789 President Wholey
- Swearing-In ceremony

Respectfully submitted,



Steve M. Buxton
Chief of Department



Nashua Fire Rescue
Administrative Office
70 East Hollis Street, Nashua, NH 03060
www.nashuafire.com

William B. Atkinson
Assistant Chief
(603) 594-3651
FAX (603) 594-3654
AtkinsonW@NashuaNH.gov

To: Chief of Department Steve Buxton
Chairman Kevin Burgess
From: Assistant Chief William Atkinson
Date: December 29, 2022
Re: December Commission Report

Department Activity Summary Report

- In the month of December, the organization handled 4,120 calls for service of which 906 were NFIRS applicable calls and 531 TEMSIS (EMS) applicable responses (as of 12/29/2022).

Training / Safety Division

- EMS recertification underway.
- EMS Online recertification classes continue.
- Probationary firefighters are progressing as anticipated.

Fire Marshal

- Continue to handle inspections and permitting
 - 67 inspections performed
 - 92 permits administered
 - 0 online applications for burn permits
 - 58 online seasonal permit holder requests to burn

New Site plan reviews

- A meeting was held last week to look at a preliminary site plan for the Mohawk Tannery Site. Proposed plan is for approx. 550 new dwelling units in 9 new buildings each between 5 and 6 stories.
- Site plan submitted for the Camp Doucette property. The plan is for 89 new detached condos.

Fire Investigations

- **495 Amherst Street:** Asian market/ Strip mall. A joint scene exam took place on 11/30 between our office and several of the insurance companies. The investigation is complete and the building has been turned over to the owner. Official cause of the fire is undetermined.
- **455 South Main St:** Single-family house under construction. Fire is still under investigation. NPD is assisting us with the investigation, significant progress has been made. PD expects an arrest in this case.

Inspections/ enforcement:

- Year to date the FMO has completed over 1,500 inspections.
- School inspections have been completed.
- Annual Fire Station inspections with Risk Management have been completed.

Fire Alarm

- Purvis continues to move forward.
- Approved cable has been ordered. This will allow us to complete the identified needed upgrades.

Mechanical

- Onspot chains have been reinstalled on our apparatus.

Facilities

- Identified HVAC deficiencies found during the fall PM Service have been prioritized and quoted. We will be scheduling as funds are available.
- AV upgrade project – Confirmed end of January start date.
- A crack in the slab of the apparatus floor at Station 1 has been evaluated. Non-urgent. We continue to wait for quotes to create detail drawings and specifications needed to put the repair out to bid.
- A Property Conditions Assessment RFP for our seven facilities will go out to bid likely mid-January. This will provide us with a report on all facilities including remaining useful life.

Apparatus

- C4's new vehicle nearing completion of fitup.

Behavioral Health

- Meetings will soon be scheduled with the Nashua Firefighters Member Assistance Team. The purpose is for an introduction and overview of the team and services provided.

Meeting/Notable Events

- Nothing scheduled

Respectfully Submitted,

William Atkinson

William Atkinson
Assistant Fire Chief



Nashua Fire Rescue

2022 Run Report



Calls for Service

Calls for service include 911 calls and any time a citizen, contractor, vendor, employee or business owner contacts our Fire Alarm Division. These calls may be to report an emergency, request an inspection, ask a question, schedule a school public service activity, advise us of a hazardous condition, or any combination of the above.

In 2022, Nashua Fire Rescue answered: 53,568 calls for service.

National Fire Incident Reporting System (NFIRS)

The National Fire Incident Reporting System (NFIRS) is a voluntary reporting standard that fire departments use to uniformly report on the full range of their activities, from fire, to emergency medical services to severe weather and natural disasters. NFIRS is the world's largest, national, annual database of fire incident information.

In 2022, Nashua Fire Rescue responded to a total of 13,344 NFIRS Incidents.

Emergency Medical Service Responses (EMS)

Emergency Medical Service responses include any emergency response created as a result of a 911 call for help that is coded as medical in nature. In some cases, the response includes a fire engine with an AMR ambulance. In others it is a fire engine only. One example of a fire engine only response would be for a lift assist where someone has fallen, believes they are uninjured, only requiring help to get up.

In 2022, Nashua Fire Rescue responded to 5,942 emergency medical calls.

City of Nashua Fire Marshal's Office Activity

The Nashua Fire Marshal's Office is responsible to review all plans and inspect work to see that it conforms to all relative building and Life Safety Codes.

In 2022, the Fire Marshal's Office completed 1,212 fire inspections.

In 2022, the Fire Marshal's Office issued 2,149 permits

Response by ward

The table below displays an approximation, by ward, due to overlapping response data.

Dispatched calls include 911 calls, ambulance response, fire engine only investigations, lift assists, service calls and EMS.

Ward	Dispatched calls	NFIRS calls
1	1,396	595
2	1,538	592
3	1,161	587
4	2,580	1,469
5	1,048	407
6	1,694	452
7	2,387	1,206
8	907	416
9	632	218

If you have any questions regarding the information contained in this run report, please feel free to contact me via email Atkinsonw@nashuanh.gov or phone 603.589.3472.

William Atkinson

ASSISTANT FIRE CHIEF

**MEMORANDUM OF AGREEMENT BETWEEN
THE BOARD OF FIRE COMMISSIONERS OF THE CITY OF NASHUA,
AND NASHUA FIREFIGHTERS' UNION LOCAL 789**

WHEREAS, the City of Nashua ("City") is a municipal corporation organized under the laws of New Hampshire with an address of 229 Main Street, Nashua NH 03060;

WHEREAS, the Board of Fire Commissioners, by the Nashua City Charter, is the employer board for the members of the Nashua Fire Department;

WHEREAS, the Nashua Fire Fighters Union Local 789 ("Union") is the exclusive bargaining representative for all firefighters employed by the Nashua Fire Department ("Department"); and

WHEREAS, notwithstanding any current CBA language contained in Article 18 Appointments, Promotions, Demotions specifically in Paragraph D., For vacancies in Specialists Divisions, the parties wish to make a one-time agreement to fill vacancies in the Fire Marshal Division.

NOW, THEREFORE, the parties hereby agree as follows:

1. The Promotional Exam for the Fire Inspector / Investigator position(s) within the Fire Marshal Division is to be held on March 27, 2023.
2. This examination will be used to promote a Fire Inspector / Investigator for the vacancy set to be effective on April 27, 2023.
3. Certification eligibility will be determined as of the date of the vacancy.
4. The parties agree that this MOA shall not be precedent setting.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto.

For the Board of Fire Commissioners, City of Nashua:

	Date
--	------

For the Union:

	Date
--	------



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Steve M. Buxton
Chief of Department
(603) 594-3651
FAX (603)594-3654
BuxtonS@NashuaNH.gov

To: The Board of Fire Commission
From: Chief Steve M. Buxton
Date: January 4, 2023
Re: Tuition Reimbursement Forms

Commissioners,

In collaboration with Nancy Trask of the Human Resources department, we have conducted a review of the current tuition reimbursement process. In doing so, we identified that the current process requiring a signature from the Chairman of the Board of Fire Commissioners (BOFC) is no longer a necessary step in the process.

As a result, the BOFC will no longer need to sign tuition reimbursement forms. Members of the BOFC will still have the ability to view expenditures of the account in the budget sheets provided to you on a monthly basis.

If you have any questions or concerns please feel free to reach out to me.

Thank you

Steve M. Buxton
Chief of Department

**BOARD of FIRE COMMISSIONERS
NASHUA FIRE RESCUE
AUTHORIZATION FOR ACTION: PERSONNEL**

DATE **January 4, 2023**

ISSUE: **Authorization for Promotion**

DECISION: **A motion is in order**

Based on the information that has been previously provided, including necessary documentation and supporting evidence in this case.

By vote of the Board of Fire Commissioners the following promotions have been approved.

Effective Date: To Be Determined

Assistant Superintendent of Fire Alarm David Robert will be promoted to the position of Superintendent of Fire Alarm

Chairman

Clerk

**BOARD of FIRE COMMISSIONERS
NASHUA FIRE RESCUE
AUTHORIZATION FOR ACTION: PERSONNEL**

DATE **January 4, 2023**

ISSUE: **Authorization for Promotion**

DECISION: **A motion is in order**

Based on the information that has been previously provided, including necessary documentation and supporting evidence in this case.

By vote of the Board of Fire Commissioners the following promotions have been approved.

Effective Date: To Be Determined

Dispatch Supervisor Kyle Ball will be promoted to the position of Assisant Superintendent of Fire Alarm

Chairman

Clerk

**BOARD OF FIRE COMMISSIONERS
NASHUA FIRE RESCUE
AUTHORIZATION FOR ACTION: PERSONNEL**

DATE **January 4, 2023**

ISSUE: **Authorization for New Hire List**

DECISION: **A motion is in order**

Based on the information that has been provided, including necessary documentation and supporting evidence in this case.

By vote of the Board of Fire Commissioners the following New Hires have been approved to make a conditional offer.

Probationary Firefighters Hire Date: To Be Determined

- 1. Allister Wigglesworth**
- 2. Matthew Costa**
- 3. Nicholas Campasano II**
- 4. Whitney Rogers**
- 5. Demitri Venetos**
- 6. Cameron Covert**
- 7. Kyle Goehle**
- 8. Jacob Lathom**
- 9. Cameron Burns**
- 10. Brian Johnson**
- 11. Micah Wonyetye**
- 12. Kevin Bosse**

Chairman

Clerk

01/04/2023